



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Staff Sergeant	Department: Sheriff	
Pay Grade: 114	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to plan, direct and supervise the law enforcement functions and activities on an assigned shift. Conducts general police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare. Areas covered include general patrol, investigation and drug enforcement.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Oversees the activities of subordinate officers on assigned shift through chain of command; conducts such supervisory duties as scheduling; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; acting on employee problems and recommending disciplinary actions.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations, as appropriate; offers advice and assistance as needed.

Participates in the training of department officers.

Receives and investigates citizen inquiries and complaints; investigates complaints regarding department personnel or procedures.

Responds to and/or provides backup, leadership and coordination in emergency or high-risk situations; participates in crime investigations.

Accomplishes general law enforcement duties, including patrolling urban and rural areas for suspicious activity, apprehending and arresting criminal suspects and law violators, collecting

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evidence, participating in drug and vice operations, responding to public calls for assistance, assisting victims, processing prisoners, maintaining order and public safety, serving civil papers, transporting inmates and mental patients to various facilities and completing required records.

Additional Duties:

Handles preliminary investigations relating to all crimes; secures crime scenes and assists investigators.

Provides assistance to subordinates and co-workers in completing investigations and preparing for court cases. Testifies and presents evidence in court as necessary.

Coordinates manpower within department and with other law enforcement agencies as necessary for certain operations.

Ensures that adequate and properly working equipment and vehicles are available at all times.

Provides assistance to the City of Greenwood Police and South Carolina Highway Patrol.

Performs related work as assigned

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks with or signals to people to convey or exchange information of a general nature.

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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.





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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college at the S.C. Criminal Justice Academy and certification in basic law enforcement.

Requires eight years of experience in law enforcement OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

SC certification in Basic Law Enforcement Training.

SC driver's license and must be 21 years or older.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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